

# **Statement of Work for Security Engineering Division Program Support**

**1.0 INTRODUCTION:** The Naval Facilities Engineering Service Center (NFESC), Security Engineering Division (ESC-66) is the Technical Manager for the Department of Defense (DoD) Lock Program, General Services Administration (GSA) Equipment Testing Program, Explosive Detection Equipment Program, and Antiterrorism/Force Protection Program. Contract support is necessary in order for these programs to accomplish technical and administrative tasks that can not be met by government resources, within time and cost goals.

**1.1 DoD Lock Program:** The DoD Lock Program develops security equipment, publishes and distributes user guidance in the form of newsletters, technical data sheets, user guidance manuals, technical bulletins, and fax broadcasts. It also supports field activities through operation of a "Technical Support Hotline" and by conducting training courses on security equipment and locking systems. In addition the DoD Lock Program manages the Department of Energy's combination lock procurement, installation, training and technical support program.

**1.2 GSA Equipment Testing Program:** The GSA Equipment Testing Program is responsible for test and evaluation of commercial equipment against federal performance specifications. Combination locks, security containers, vaults, and vault doors used for protection of classified information and various types of sensitive material and arms must meet requirements of federal specifications.

**1.3 Explosive Detection Equipment Program:** The Explosive Detection Equipment (EDE) Program is responsible for test and evaluation of commercial explosive detection equipment, providing information to the EDE user community, and presenting workshops and symposiums to EDE system developers and users.

**1.4 Antiterrorism/Force Protection (AT/FP):** The Antiterrorism/Force Protection Program provides AT/FP products and services to Navy and Marine Corps installations and other government agencies. These products and services include security assessments, facility design reviews, and security engineering consultation.

## **2.0 TASK SUPPORT REQUIREMENTS:**

### **2.1 DoD Lock Program:**

- A. Support DoD, GSA, and DOE field requests for information and assistance by answering calls on the Customer Support Hotline and by responding to email and fax requests.
- B. Developing a database to:
  - 1. Track and report equipment failure trends.
  - 2. Compile and maintain a mailing list of DoD and federal agency activities.

- C. Provide parts and equipment to support emergency field requests.
- D. Support Lock Program training by:
  - 1. Producing, copying, and distributing training materials and aids.
  - 2. Work in the classroom with the instructor to help teach courses and tutor individual students in technical areas.
  - 3. Schedule and coordinate training courses.
- E. Develop and maintain Lock Program Web Site.
- F. Support the Drawer-Head Replacement Project.
- G. Identify DOE combination retrofit requirements.
- H. Coordinate DOE combination lock retrofit priority.
- I. Support DOE combination lock ordering, shipments, installation contracts, and training.

## **2.2 GSA Test Program:**

- A. Review Federal Specifications.
- B. Document test procedures and requirements for each type of security equipment covered by a federal specification.
- C. Develop a computer based generic test plan that can be used as the basis for all equipment test plans.
- D. Develop a classified database to support testing criteria, test data, and test report requirements.
- E. Develop test data collection forms and procedures.
- F. Support equipment testing through:
  - 1. Working with the government team to evaluate equipment and develop specific attack scenarios.
  - 2. Participation in forced, covert, and surreptitious entry tests.
  - 3. Coordination and participation in environmental, cycle, material verification, and quality assurance testing.
  - 4. Coordinate test schedules.

## **2.3 Explosive Detection Program:**

- A. Support the EDE web-site and Knowledge Management initiative by providing content to these sites, and gathering related information.
- B. Provide logistic support at EDE symposiums and workshops.
- C. Support EDE test and evaluation as needed.

## **2.4 Antiterrorism/Force Protection Program:**

- A. Maintain AT/FP web site
- B. Provide logistic support for assessments and workshops

**3.0 GOVERNMENT FURNISHED FACILITIES/MATERIALS:** Contractor personnel will be provided workstations, printers, and required software and materials to support the requirement for this tasking effort.

**3.1 Specific task requirements:** Specific task requirements will be defined in the individual delivery order Statement of Work.

**4.0 DELIVERABLES:** The Contractor shall provide a monthly Contractors Progress Status and Management Report per Data Item Description (DHMGMT-80227), In Accordance With Contract Data Requirements List (CDRL) DD Form 1423 – CDRL Data Item No. A001.

## **5.0 SPECIAL CONSIDERATIONS:**

**5.1 On Site Support:** Contractor personnel assigned to this task shall work at the Government's site where computer and workstations are located.

**5.2 Travel Requirements:** Travel requirements will be included in the individual delivery order Statement of Work (SOW).

**5.3 Security Clearance Requirements:** Proposed Contractor personnel to perform work under this contract must be able to obtain or have secret security clearance. In order to qualify for a personnel security clearance the individual must be a United States citizen.

**5.4 Work Hours:** Work hours for the Security Engineering Division (ESC-66) is on the 5-4/9 compressed work schedule with regular Day off (RDO) on the first Friday of the pay-period. The Contractor personnel shall also follow this work schedule to maintain continuity with Government personnel.

**5.5 Coordination and Project Team Meeting:** Contractor support personnel shall attend monthly Coordination and Field Support Project team meetings. The Government's Project Manager will provide sufficient notification to Contractor's Program Manager and Contractor's support personnel of meeting requirements.

## **6.0 GOVERNMENT'S POINTS OF CONTACT:**

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**7.0 PERIOD OF PERFORMANCE:** The Period of Performance for this tasking effort will be from award of contract to 30 September 2002.